

# Riverside City College Academic Senate

## Agenda

Monday, 2 October 2023 • 3:00 - 5:00 PM  
Meeting Location: The RCC Hall of Fame Room  
YouTube link for viewing:

<https://www.youtube.com/channel/UC9tCDF4RDXCqzrUS0QfO09A/featured>

- 3:00 I. **Call to Order**
- 3:05 II. **Approval of the Agenda**
- 3:05 III. **Approval of the Minutes:** 11 Sept. 2023
- 3:10 IV. **Public Comments**
- 3:20 V. **Officer and Liaison Reports**
- A. Secretary-Treasurer
  - B. President
  - C. Vice President
  - D. RCCD Faculty Association
  - E. College President
  - F. ASRCC Representative
- 3:40 VI. **Committee or Council Updates and Reports**
- A. Honors Faculty Coordinator Diana Pell will provide an overview about processes, timelines, and key elements of Honors student contracts (information)
  - B. Interim faculty chair Ajené Wilcoxson will provide a report with updates about EPOC (Educational Program Oversight Committee) (information)
- 3:50 VII. **Ongoing Business**
- A. As part of ongoing orientation, President Scott-Coe will lead a brief discussion of routine questions related to Academic Senate purview, gathering additional ideas from senators (information)
- 4:15 VIII. **New Business**
- A. President Scott-Coe, VP Wilcoxson, and Secretary-Treasurer Wiggs will lead RCCAS through a first read and discussion of RCCAS bylaws (first read)
  - B. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates for the following: (action)
    - a. Faculty Co-Chair for SAS
    - b. Alternative faculty representative on TLLC (temporary)
    - c. District Cyber Security Advisory Committee (CSAC)
    - d. Other District Committees
      - i. District Safety and Security Committee (DSSC)
      - ii. District Global Learning and Study Abroad Committee (GLASC)
      - iii. District Guided Pathways (DGPS)
- 4:45 IX. **Open Hearing**
- 4:55 X. **Learn, Share, Do**
- 5:00 XI. **Adjourn**

Title 5 §53200 and RCCD Board Policy 2005  
Academic Senate "10+1" Purview Areas

1. Curriculum, including establishing prerequisites and placing courses within disciplines\* 2. Degree and certificate requirements\* 3. Grading policies\* 4. Educational program development\* 5. Standards or policies regarding student preparation and success\* 6. District and college governance structures, as related to faculty roles\*\* 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports\*\* 8. Policies for faculty professional development activities\* 9. Processes for program review\*\* 10. Processes for institutional planning and budget development\*\* 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate\*\*

\* The RCCD Board of Trustees relies primarily on the recommendations of the Academic Senate

\*\*The RCCD Board of Trustees relies on recommendations that are the result of mutual agreement between the Trustees and the Academic Senate

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside City College Academic Senate will swiftly provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact Office of Diversity, Equity, & Compliance at 951-222-8039.

**Riverside City College Academic Senate**  
September 11, 2023 • 3:00 - 5:00 PM • Hall of Fame

**3:00 I. Call to Order – 3:00 pm**

**Moment of silence observed for 9/11 victims in U.S. and Chile.**

**Roll Call**

***Academic Senate Officers***

President: Jo Scott-Coe  
Vice President: Ajené Wilcoxson  
Secretary-Treasurer: Micherri Wiggs

***Department Senators***

Applied Technology: Patrick Scullin  
Art: Will Kim  
Behavioral Science: Eddie Perez  
Business Admin/IST: Skip Berry  
Chemistry: Leo Truttmann  
Communication Studies: Star Romero  
Cosmetology: Peter Westbrook  
Counseling: Sal Soto  
Dance and Theatre: Todd Faux  
Early Childhood Education: Emily Philippsen  
Economics/Geography/Political Science: Dariush Haghghat (not present)  
English: Christine Sandoval (not present)  
History/Humanities/Ethnic Studies: Daniel Borses  
Kinesiology: Jim McCarron  
Library: Sally Ellis  
Life Sciences: Lisa Thompson-Eagle  
Mathematics: Evan Enright  
Music: Steve Mahpar  
Nursing: Lee Nelson (not present)  
Physical Science: James Cheney (not present)  
World Languages: Araceli Calderón

***Associate Faculty Senator***

Lindsay Weiler (not present)

***Ex-Officio Senators***

Teaching and Learning LC: Greg Russell  
ASC: Jacquie Lesch  
EPOC: Ajené Wilcoxson (interim)  
Government, Effectiveness, Mission, and Quality LC: Wendy McKeen  
IE: Debbie Cazares (not present)  
Resource Development and Administrative Services LC: Patrick Scullin  
Student Access and Success LC: Vacant  
Curriculum: Kelly Douglass  
Parliamentarian: Sal Soto

***RCCD Faculty Association***

Mike Chavez

***Administrative Representatives***

College President: Claire Oliveros (not present)

VP Academic Affairs: Lynn Wright  
VP Business Services: Danny Villanueva (not present)  
VP Planning and Development: Kristine DiMemmo  
VP Student Services: FeRita Carter (not present)

**ASRCC Representative**

Jennifer Shaw

**Recorder of Minutes**

Danielle Elizondo

**Guests**

Jim Elton, Kinesiology  
Kim Shaw, Public Guest  
Tammy Vanthul, Dean of Nursing  
Amy Vermillion, Nursing

**3:05 II. Approval of the Agenda – 3:01 pm**

- M/S/C: (Perez/Borses) Approved by consent.

**3:05 III. Approval of the Minutes – 3:02 pm**

- August 28, 2023- M/S/C: (Philippesen/Westbrook) Minor typos were edited and minutes were approved by consent.

**3:10 IV. Public Comments – 3:09 pm**

- Kim Shaw- ASRCC student government representative suggested there should be more than one student voting member on Academic Senate.

**3:20 V. Officer and Liaison Reports – 3:09 pm**

A. Vice President-

- Results from senate strength assessment, with diagrams, that highlight the Academic Senate's diverse skillset.
- Encouraged Senators to continue to remind colleagues that we must have a positive accessibility score on Canvas (goal is 100%) Contact DE for assistance with accessibility. Generally, if any library provided documents are inaccessible, contact Sally Ellis.
- Dean of Equity-Feedback was received from the Student Equity Committee and the revised job description has been submitted to HR for approval of hiring an interim Dean of Equity and then full recruitment.
- VP Prioritization Q&A will be held 9/12 and 10/13 via Zoom. It is vital that faculty attend and then communicate with their Division representatives. Final half hour of Q&A will be devoted to faculty prioritization questions.
- RCCAS next meeting will be October 2<sup>nd</sup> due to Sept. Labor Day holiday.

B. Secretary-Treasurer-

- Reminder- Please let us know if your name card needs adjustment and if any of your department members info was wrong on challenge cards. We want to respect preferred names and update our databases.
- We received our first photo for collegiality challenge. Photos will be used during Spring FLEX. Keep them coming!

- Invites went out on 9/7 for Collegiality in Action Gathering. Feel free to bring a colleague if they want to attend on 9/20.
- Five to Thrive is now Senate Spotlight. RCC is scheduled to present at November Board meeting during the week of Thanksgiving. We have an agreement that won't allow us to trade or bump presentation days with NC and MVC. We are seeking folks who are willing to volunteer to present during a non-teaching week. Araceli Calderón may be open to presenting about the Student Parent Club.
- Seeking one or more Senators to attend Vision 2030 Townhall via zoom on 9/14 and report back to Senate.
- Reminder- as we move through the agenda, look at your 10+1 cards for each item. This is part of the ongoing orientation and applied practice of purview.
- President Scott-Coe will talk about our schedule for updating Senate bylaws later. A few thoughts regarding structure:
  - Trying to calibrate in terms of timing for presentations and discussions.
  - Timecards for our presenters.
  - Structure for discussion, being intentional about offering pros/cons, creating time to acknowledge the strengths about what we've heard and then offer ideas of improvement.
  - As we listen today, please try to jot notes using this kind of organization.

#### C. President-

- Bookstore vendor change is happening as scheduled but will not be presented to Board until October.
- The District Strategic Planning structure is still being reviewed due to some changes recently proposed by the Chancellor. This may delay recruitment for some committees while review continues at 9/15 DSPC meeting.
- RCC is working to renew marketing campaign- moving from pathways to people. You will hear more in depth from your departments, LC, Divisions, and RCCAS next month.
- Web Advisor is nearing "end of Life". Chris Blackmore says we should hear updates on next steps and training for one-year interim ERP in late September.
- AP 1410- (pg. 13 in accreditation report) In consultation with constituencies of the district, including Senate, the text has been amended to ensure that a regular cyclical review plan is in place over a 5-year cycle. Any district constituency can still submit a request for a new policy/procedure or change to any existing policy to the office of General Counsel for review and appropriate steps.
- Run, Hide, Fight video placement on Canvas shell may be up for our consideration in October meeting.
- We want to ensure proper faculty and Senate representation on the council for IETTTC. Please bring department questions and concerns to Senate.
- Going into prioritization, think about collegiality and reality- especially when we have to raise questions and will not always agree. Go to the VP Q&A's on 9/12 and 10/13.

#### D. RCCD Faculty Association-

- Mike Chavez explained he was one of the original parties responsible for the idea of an inland trade technical center. He is now on the oversight committee for

IETTC (Inland Empire Trade Technical Center). The center is meant to be an engine for existing and future jobs.

- District has broken ground for IETTC in Jurupa Valley.
- There is an official MOU signed stating who is supposed to be at the table to share thoughts about IETTC. The MOU is not being honored by the District and they have hired consultants.

E. College President Oliveros-

- VPAA Lynn Wright provides a brief update on behalf of the College President.
- We are still doing well with enrollment even with the expected drop of about 400 students since last meeting.
- 160 sections don't have census in.
- We are at 103.4% FTES target.
- District is at 99.9 % FTES.
- Accessibility/Ally scores- Divisions are above 80%, 90%, and 95% but we are audited on individual courses so faculty attention and vigilance is needed. RCCD Dean of DE, Shawna Bushell will assign someone to support if needed.

F. ASRCC Representative-

- Club Rush on Terracina Drive 9/12-9/14- Free food provided for students.
- Students will be voting for a new RCCD representative on 9/19 and 9/20.
- Low rider car show on 9/21-Free hotdogs for students.
- Halloween Town- 10/27
- Student Senate will be voting on a proposed \$10,000 funding limit for student clubs, organizations, and athletics on 9/12.
- Voting for new co-chairs in financing committees on 9/12.

**3:40 VI. Committee or Council Updates and Reports – 3:58 pm**

A. RCC Curriculum Chair Kelly Douglass provided an update about AB111 (information)

- First official meeting for the academic year is scheduled for 9/12.
- AB1111- common course numbering is not going as planned due to a delay in guidance coming from the state.
- Local level plan for implementation is not doable at this time due to missing information from the state.
- We were told we would receive guidance from the state in Summer 23 however no guidance was given.
- Original plan included a 9/13 course launch date with a planned freeze from 9/30-12/31.
- Now, there is no freeze planned and we are set for a 9/29 normal cutoff date for Summer 2024 catalog launch.
- At a Public Task Force Meeting it was announced they are finalizing process details and info should be available in December.
- The goal is to have infrastructure in place by 7/1/24. The multiyear and multi-tier process will begin after this.
- More details to come.

B. Overview about processes, timelines, and key elements of Honors student contracts (information)

- Postponed but senate president clarified there are no prohibitions on associate faculty working with students on an honors contract .

**4:00 VII. New Business – 4:09 pm**

- A. President Scott-Coe provided an update about the RCCAS bylaws, review schedule, and planning (information)
- Bylaws will open on 10/2 for first read and consideration of possible updates.
- B. Overview of proposed new disciplines: Healthcare Ancillaries (HCA) and Public Health Science (PHS)- Amy Vermillion (action item)
- Vermillion presented a slideshow on behalf of RCC School of Nursing for conceptual approval by Senate to continue and finish the work on two proposed disciplines.
  - HCA- certificate and/or AA within Anesthesia Technology.
  - PHS- ADT (pathway) in Health.
  - Motion to have nursing discipline continue with the process of creating the new discipline of Healthcare Ancillaries M/S/C: (McCarron/Westbrook) passed unanimous.
  - Motion to have nursing discipline continue with the process of creating an ADT in Public Health Science M/S/C: (McCarron/Romero) passed unanimous.
- C. Accreditation Chair Jaqueline Lesch provided an overview presentation of the RCC Midterm Accreditation Report (first read)
- Full midterm report is available to view.
  - Final report is due 3/15/24.
  - District is looking at revising the formatting of the current report.

**Motion to extend the meeting by 10 minutes M/S/C: (Romero/Borses) passed unanimous.**

- Conversation ensued as Senators discussed the following items to preserve on the report:
    - Job placement rates
    - Shout outs to assessment committee work
    - Equity audit- DiMemmo to add new language to the narrative related to aspirational goals and Covid impacts
- D. Ratification of new and ongoing appointments- President Scott-Coe
- a) Faculty Co-Chair for SAS- Remains vacant
  - b) District Safety and Security Committee representative- Remains vacant

**4:45 VIII. Open Hearing – 4:38 pm**

- Borses- FSA process is opaque, perhaps Senate should review the ASCCC position paper as a future agenda item.
- McKeen- issues with self-enrollment canvas shells (lab sections). Students can self-enroll and drop themselves causing major issues. Scott-Coe suggests faculty take this issue to DLC as a starting point.

**4:55 IX. Learn, Share, Do – 4:59 pm**

- Listen for news about AB1111 from curriculum reps
- Share with colleagues:
  - All materials needing to be to be accessible, including positive accessibility scores in Canvas
  - Attend VP Q&A sessions
  - Collegiality challenge and Mixers
  - Submit census rosters
  - Club Rush is happening this week

- Sept 29<sup>th</sup> is the launch date for curriculum to make next year's catalog
- Dean of Equity is moving through hiring process (interim)
- Share two new disciplines coming aboard in Nursing
- Health FSA an option for faculty to teach in new nursing discipline
- Midterm report- Contact Lesch or DiMemmo with questions or comments
- Council and committee vacancies

**5:00 X. Adjourn– 5:10 pm**

- Motion to adjourn M/S/C: (Berry/Thompson-Eagle)

**Glossary:**

M/S/C = Motion Seconded and Carried

DRAFT

# RCC Honors Program Contract Proposal Cover Sheet

Revised Spring 2023

- ✓ This agreement must be filled out **by the instructor** in collaboration with the student and submitted to the Honors Program Faculty Coordinator via email ([Diana.Pell@rcc.edu](mailto:Diana.Pell@rcc.edu)) .
- ✓ Honors students may apply at most two contracts towards program completion requirements.
- ✓ Students are encouraged to take on no more than one contract per semester.
- ✓ Only Honors students in good standing may complete an Honors contract.
- ✓ Documents to be submitted include:
  - Honors Contract Agreement form (i.e., this form), digitally signed by the student and the instructor (email confirmation would be sufficient)
  - Contract Proposal & Description detailing contract work parameters and meeting times
- ✓ **The target DEADLINE for proposal submissions for fall and spring semesters is FRIDAY before the first HAC meeting of the semester, which is held the first Tuesday of the month. This would usually be the last Friday in August/February. This will usually be week 2-3 of the semester. For summer/winter contracts, the deadline will be the last Friday in May/November prior to the new term. These deadlines are established to give the Honors Advisory Council sufficient time to review and approve/deny the proposal.**
- ✓ **A contract proposal submitted after the first Honors Advisory Council of the semester during the term in which the contract is intended to be completed will be categorically denied. Exceptions to this are possible but rare, so students and faculty are strongly advised to meet this deadline.**

## **The Fine Print (Not to be included in Contract Proposal):**

1. These courses provide Honors credit to the student who is currently enrolled in a transfer-level class with the selected faculty member; the contract is individually negotiated between the faculty member and the student. The contract must be approved by the HAC and the appropriate division dean.
2. The project must be completed by the end of the term in which the non-Honors course is active. The Project Completion Form verifying the completed project should be turned in to Honors Program Faculty Coordinator via email ([Diana.Pell@rcc.edu](mailto:Diana.Pell@rcc.edu)) by the end of the semester. Instructors can send these forms in once they have completed final grades.
3. Contract courses will *not* have an “H” designated on student transcripts. However, both HTCC and UCLA-TAP have agreed to recognize Honors contract courses as legitimate methods of completing RCC’s Honors program.

## **Honor Contract Guidelines:**

All Honors contract work must be scholarly endeavors over and above the normally expected curriculum at the lower division level, and that work must be clearly defined in the proposal.

## **Examples of “What Makes It Honors”:**

- Topics that are more advanced than regular, lower division coursework
- Research beyond normal course assignment
- Extensive reliance on primary source documents
- Critical thinking and extended analysis not required in regular coursework
- Creative projects beyond regular requirements of the course

## **Honors Project Requirements:**

1. The instructor in consultation with the student determines the overall project design, with the instructor having final say. Submissions should be as specific as possible when describing Honors projects and assignments (e.g.: number of outside sources, number of pages required, etc.).



2. Students must arrange to meet with the instructor during office hours throughout the term to check on student progress, work out details or concerns, and so on. At least four face-to-face meetings are recommended, plus regular email communication.
3. Student must earn a C or higher in the course to earn Honors credit for the contract, just as a student must do in an Honors standalone course.



RCCD HONORS  
DISCOVER. CHALLENGE. LEARN.

## Riverside City College Honors Program Contract Proposal

### Step 1: Student, Faculty, and Course Information

Student Name:	RCC ID:
Student Email:	Date:
Course Number/Title:	Section Number:
Professor Name:	Contract Term: <input type="checkbox"/> fall <input type="checkbox"/> spring
Professor Email:	

### Step 2A: Study Proposal and Description

*What the form/format your work will take (check all that apply)?*

- |  |   |
|--|---|
| <input type="checkbox"/> Research Paper                            | <input type="checkbox"/> Film             |
| <input type="checkbox"/> Quantitative/Qualitative Research Project | <input type="checkbox"/> Portfolio        |
| <input type="checkbox"/> Presentation                              | <input type="checkbox"/> Computer Program |
| <input type="checkbox"/> Creative Writing or Fine Arts work        | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Research Journal                          |   |

In addition to the checklist above, please attach a typed, one-page summary of excellent quality which outlines the project or assignments designed for the Honors contract. Please submit to the Honors Program Faculty Coordinator, Prof. Daniel Hogan, by 5PM on the Friday before the first HAC meeting the semester during the term in which you will complete the project/assignment, or the Friday before the last HAC of the semester prior to the summer/winter term you will complete the project/assignment. Your proposal **MUST** be signed and address all of the following areas:

1. **Project Goal, Driving Question, Thesis:** What question or focus drives the work on this project?
2. **Project Outcomes:** In general terms, what will be the evidence of completion of this project? Be specific about quantity whenever possible. Please note: a 250-word conference presentation abstract is strongly encouraged to be one work product of the contract.
3. **Project Methods:** What methods (library research, field research, creative work, and/or ...) will the student use to complete the Honors contract activity? Be specific.
4. **Project Process, Timeline, and Due Dates:** Please outline the steps the student will likely take to complete the Honors contract project or assignments along with an expected timeline of completion. For example, explain when the field or library research will likely be completed, when the student will write up his/her/their findings, when the student will present (if applicable). If the instructor and

student will have scheduled meetings, indicate in the proposal how often they will likely meet. (If necessary, additional forms can be attached to this document.)

### **Step 3: Articulation of Honors Criteria and Project Goals**

As a rule of thumb, students should anticipate investing at least one additional hour of time and effort each week on average (possibly more) over the semester in order to complete the contract work and earn the honors credit. The goal of this contract is to stimulate and enrich the academic experience for both faculty and student. The contract submitted by the student must incorporate **at least five** of the attributes below, as compared to the non-honors course.

Student and instructor circle/check the items from the list below, certifying which work the student will be doing to fulfill the Honors contract, adding others if applicable (on separate pages, if necessary):

- Greater depth and/or breadth of subject matter investigation, especially requiring synthesis of different points of view
- Greater enhancement of skills in critical thinking, analysis, and interpretation of course subject matter
- Higher degree of student participation and involvement in the class
- More advanced supplemental reading, especially from primary sources
- More opportunities for writing, and at a higher standard
- Student presentation in the class, on campus, or at RCC's and/or HTCC's student research conferences
- More opportunities for student-conceived research
- Integration of research source material in the work product, particularly in cross- or interdisciplinary contexts
- Use of resources or consultants from beyond the campus, such as university libraries, local professionals/leaders in related fields (lab directors, business leaders, public employees, non-governmental organizations, artists, etc.)
- Community-based research experiences: field trips, interviews, cultural events, service engagement
- Leadership in the classroom: leading study groups, facilitating class discussion, teaching a portion of a class meeting, or other
- Other: Click or tap here to enter text.
- Other: Click or tap here to enter text.

<p><b>Please note:</b> Any resources the student is encouraged or required to make use of should be without additional cost to the student (beyond basic transportation expenditures). Research should make use of open course materials, texts on reserve, and other library resources.</p>
--

**Step 4: Agreement**

I \_\_\_\_\_ (student) agree to complete the proposed study plan and will complete it by the end of the upcoming semester:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have reviewed and approved this Honors Contract Proposal. The academic focus reflected in this proposal is of high quality and meets my expectations for an Honors contract. I will meet with the student regularly during office hours and ensure that the final product fulfills this contract.

Professor Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Discipline Dean Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Step 5: Final Approval of Contract**

This contract has been approved by the Honors Advisory Council:

Yes       No

Honors Program Faculty Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BYLAWS OF THE RIVERSIDE CITY  
COLLEGE ACADEMIC SENATE**

**PREAMBLE**

The Riverside City College Academic Senate (“RCCAS”) can propose, change, and amend its Bylaws by a majority vote of all of its members provided that (1) motions to amend the Bylaws must be proposed in writing and (2) two weeks must elapse between the making of a motion to amend and any action to adopt the motion.

**ARTICLE I. MEETINGS & PROCEEDINGS**

1. Regular RCCAS meetings will be scheduled in the Hall of Fame of the Bradshaw Student Center from 3:00 until 5:00 PM on the first and third Mondays of each month (contract holidays excepted) during the academic year, unless otherwise announced.
2. RCCAS meetings and faculty meetings called by the RCCAS are conducted under the parliamentary guidance of the most recent edition of Robert's Rules of Order, Revised.
3. Space for public comments related to the purview of RCCAS will be included in each agenda.
  - The public may comment on items not included on the agenda during the “Public Comments” agenda item only.
  - Time limits for each individual speaker will be 3 minutes.
  - According to Robert’s Rules of Order, public comment is to be germane to the duties of the body, relate to current or new items for discussion and decision by the body, be respectful, and avoid the use of names or pejoratives.
  - RCCAS members may not discuss nor take action on public comments associated with items not on the agenda. If an RCCAS senator determines that the issue needs further discussion, the member may submit an agenda item dedicated to the issue for a subsequent meeting.
4. The RCCAS shall establish its own agenda by simple majority vote of the members present. The agenda must be established in accordance with State laws and regulations. Any member of the Riverside City College faculty may submit agenda items to the RCCAS. The established agenda may be abridged by majority vote or by consensus of the members present.
5. The RCCAS President will contact any Senator who misses three regularly scheduled meetings to assess the problem. If appropriate, the RCCAS President will contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding departmental under-representation. Replacement of such absentee Senators may be necessary.
6. At its discretion, the RCCAS may authorize the RCCAS President to act on its behalf during the summer months. Wherever possible, action should be deferred until the Senate can meet and confer during the academic year.

## ARTICLE II. ELECTIONS

1. Elections are conducted according to Article VIII of the Constitution.
2. The call for nominations shall be made at least three weeks in advance of the holding of an open faculty meeting which will constitute the closing of nominations.
3. In those years when the offices of President, Vice President, and Secretary-Treasurer are open for election, the College Academic Senate shall arrange in a timely manner through its committees for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.
4. Elections shall be conducted electronically or by campus mail in such a manner as to maximize the integrity of the electoral process.
5. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted immediately after votes are counted. The Nominations Committee will conduct the election in such a manner as to minimize the interference of the Spring Break with the election process.
6. The Nominations Committee shall request the Departments to hold elections for Department Senators and shall inform the Departments in a timely manner whenever a special need exists to fill a vacancy. Terms of office for Departmental Representatives to the Senate shall be for two (2) years with no limitation on the number of consecutive terms to which a departmental member may be elected as a Senator.
7. The Department representative elections shall be held as follows:

The following Departments shall elect representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Communication Studies; English & Media Studies; [History, Humanities, Philosophy, and Ethnic Studies](#); Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect representatives in even-numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

8. In the event that a departmentally-elected Senator is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Department shall elect a replacement representative for the balance of the term and so indicate in Department minutes.
9. Where the Constitution requires election by majority vote, a runoff election will be held between the top two vote-getters. In some cases involving tie votes, a runoff between more

than two candidates could occur.

10. Ballots and election results shall be kept on file in the Academic Senate office and shall be available for review for 120 days.

### **ARTICLE III. RIVERSIDE CITY COLLEGE EDUCATIONAL PLANNING, LEADERSHIP COUNCILS, COMMITTEES AND WORKGROUPS**

#### **Section 1: Educational Planning Oversight Committee**

- A. Pursuant to RCCAS's role in educational planning and budgeting under Title 5, §53200.10, the RCCAS President shall work with the President of Riverside City College to create an overarching strategic planning and operations structure for Riverside City College. The central structure shall be named the Strategic Planning Council and its primary input shall be the Educational Planning Oversight Committee ("EPOC"). The primary responsibility of the EPOC shall be to monitor institutional progress toward achieving college goals and to provide recommendations to the college president. EPOC also shall oversee and direct the general work of the Strategic Planning Leadership Councils ("SPLCs") and shall serve as the Accreditation Steering Committee when necessary.
- B. The Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils shall be ratified by the RCCAS. Any proposed changes to this document shall be brought before the RCCAS for consideration and ratification.
- C. The President of RCCAS shall accept nominations for faculty co-chair of EPOC, which will be brought to the RCCAS for deliberation and election. The President of Riverside City College shall choose an administrative co-chair for EPOC. These two will jointly oversee EPOC.
- D. The term of the faculty co-chair of EPOC shall be two years.
- E. The faculty co-chair of EPOC shall be regarded as an ex-officio, non-voting member of the RCCAS and shall provide regular reports the RCCAS.

#### **Section 2: Strategic Planning Leadership Councils**

- A. The Strategic Planning Leadership Councils ("SPLCs") allow all members of the college community to participate in the decision-making process. Membership includes students, faculty, [classified professionals](#), and administration. The SPLCs develop the college's long-range plans, review and approve the Five-Year Comprehensive Program Review Plans in the areas for which they are responsible, monitor the specific activities of each unit and evaluate each unit's Annual Assessment report, and link goals, vision, and processes for planning to resource allocation.
- B. The SPLCs, in accordance with their respective charges, [shall determine when meetings are necessary in order to:](#)
  1. Develop and implement the college's long-range strategic plans;

## RCC Academic Senate

2. Create integrated action plans to monitor, evaluate, and advance each unit's action plans;
  3. Make recommendations to the Educational Planning Oversight Committee;
  4. Facilitate the dissemination of strategic planning information to the college community;
  5. Advance the implementation of college goals and targets; and
  6. Assess the progress each year the college makes to achieve its targets.
- C. The four (4) leadership councils are Student Access and Support (**SAS**); **Teaching and Learning (TL)**; Resource Development and Administrative Services (**RDAS**); and **Governance, Effectiveness, Mission and Quality (GEMQ)**.
- D. With the assistance of the faculty co-chair of EPOC, the RCCAS President shall accept nominations for the presiding faculty co-chairs of the SPLCs and bring them to the RCCAS ~~for deliberation and election~~ **for ratification**. Appointments for presiding faculty co-chair and other faculty positions on the SPLCs shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. Members may be removed after three absences at the discretion of the constituent group. At the beginning of each academic year, the council shall provide the EPOC with a roster of voting members and other participating members.
- E. The faculty co-chairs of SPLCs shall represent their committees as ex-officio, non-voting members of the RCCAS and shall provide monthly reports to the RCCAS.
- F. The composition and charge of the SPLCs shall be articulated in the Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils.

### Section 3: **Standing Committees**

- A. In general, committees perform work necessary for the policy and procedure recommendations of the SPLCs. Other committees are charged with addressing faculty issues under Title 5 §53200's "10+1" and serve as stand-alone strategic and operational inputs, such as Curriculum. Committees that are tasked with academic issues (e.g. Curriculum, Academic Standards, Associate Faculty) shall consist solely of faculty as voting members.
- B. Committees shall choose their chairs by majority vote at their first meeting. Faculty chairs of Committees shall be selected by the membership of the Committee and brought before RCCAS for confirmation. Committees who wish to do so may designate a faculty co-chair. The Chair of the Curriculum Committee shall serve as an *ex officio*, non-voting member of the RCCAS and shall provide monthly reports to RCCAS with the co-chairs of the Leadership Councils.
- C. Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.



- D. The College President or designee shall identify an Administrator to serve as non-voting co-chair and to provide a liaison to the Administration on any Committee that has a committee that meets at the District level.

**1. Curriculum Committee**

- a. The Riverside City College faculty shall establish a Curriculum Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to any courses offered by the College. The Committee may freely utilize the expertise of all faculty in questions regarding specific courses, and shall direct special attention to the general issues of curriculum philosophy and development.
- b. The term of the chair of the Curriculum Committee shall be two years, beginning in the fall of even- numbered years. Should the Curriculum Committee choose a co-chair, the term shall commence in the fall of odd-numbered years.
- c. The Curriculum Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- d. In the event that a departmentally elected Curriculum Committee representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Curriculum Committee meetings, the Department shall elect a replacement representative for the balance of the term.
- e. The following Departments shall elect Curriculum representatives in odd-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.

The following Departments shall elect Curriculum representatives in even-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; [History, Humanities, Philosophy, and Ethnic Studies](#); Library & Learning Resources; Life Sciences; Mathematics; World Languages.

- f. The RCC Articulation Officer is a voting member of the curriculum committee.
- g. Election of members of the Curriculum Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Curriculum Committee members shall serve beginning on the first day of service of the academic year.

## 2. Academic Standards Committee

- a. The Riverside City College faculty shall ~~establish an~~ have representatives on the District Academic Standards Committee. This committee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary. Academic Standards exists for the purpose of recommending policy pertaining to student academic standards at Riverside Community College District and therefore, at Riverside City College. For example, the committee may recommend grading policies, withdrawal policies, degree standards, certificate standards, performance testing, remedial standards, transfer standards, non-transfer standards.

- b. ~~The Academic Standards Committee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years. The Academic Standards committee is composed of the curriculum chairs from each college in the district, the three Articulation officers from each college in the district, and one faculty member from each college's curriculum committee. As such, RCCAS is represented by its elected curriculum chair and another departmentally elected faculty from the curriculum committee, whose election is identified in the "Curriculum Committee" section of this document (3D1).~~

~~The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.~~

~~The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.~~

- ~~c. Two members of the Academic Standards Committee will serve as voting members on the District Academic Standards Committee.~~

## 3. Departmental Leadership Committee

- a. The Riverside City College faculty shall recognize the Departmental Leadership Committee, which shall be tasked with articulating departmental

## RCC Academic Senate

and disciplinary issues, considering best practices for departmental operations, scheduling, and working with Academic Deans to assess and prioritize Comprehensive Program Review and five-year plans and other departmental and disciplinary matters.

- b. The members of the Departmental Leadership Council shall be constituted of department chairs as established in the prevailing “Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA.”

### Section 4: Subcommittees

- A. Subcommittees perform work necessary for the policy and procedure recommendations of the SPLCs and Committees. Typically, Subcommittees work directly with the Committees to which they are attached. Subcommittees that are tasked with academic issues (e.g. Professional Growth and Sabbatical Leave, Course and Program Assessment, Faculty Program Review) shall consist solely of faculty as voting members. Subcommittees charged with ongoing, regular strategic and operational functions (such as Course and Program Assessment) shall have structures that mirror the college’s departmental structure.
- B. Subcommittees shall choose their chairs by majority vote at their first meeting, except for the chair of [PGSL](#) and the Faculty Development Subcommittee. This chair, the Faculty Development Coordinator, shall be determined by the subcommittee’s members, brought to the President of RCCAS and the President of Riverside City College and confirmed by the RCCAS. The faculty chairs of other Subcommittees shall be selected by the membership of the Subcommittee and brought before RCCAS for confirmation.
- C. Subcommittees shall meet, at a minimum, once a month during the academic year. Subcommittees may meet as part of District-wide committees where the colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.
- D. Each Subcommittee that has a District Academic Senate counterpart shall have an Academic Administrator to serve as non-voting co-chair and to provide a liaison to the Administration.

#### 1. Professional Growth and Sabbatical Leave Subcommittee ([PGSL](#))

- a. The RCCAS shall establish a Professional Growth and Sabbatical Leave Subcommittee, for the purpose of representing the faculty on all matters relating to professional growth and sabbatical leave. [This subcommittee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary.](#)
- b. [Two members of the RCC faculty will serve as voting members on the Riverside Community College District \(RCCD\) PGSL Committee, except when one of the members is serving as chair \(see 4D1d\). One](#)

voting member will be elected in even years and the other in odd years.

- c. The term of service for each member will be two years. In the spring, RCCAS officers will solicit nominations for this committee to be later ratified at an RCCAS meeting.
- d. The chair of the RCCD PGSL rotates amongst the three colleges each year. The chair of the committee does not have a vote during their year of service.
- ~~e. Terms of service for ratified members will be two years.~~
- ~~f. The Professional Growth and Sabbatical Leave Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.~~

~~The following divisions shall elect representatives in odd-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.~~

~~The following divisions shall elect representatives in even-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.~~

- g. **RCC representatives on the** Professional Growth and Sabbatical Leave Subcommittee shall liaison with the **RCC** Human Resources Committee of the Resource Development and Administrative Services Leadership Council.
- ~~h. Two members of the Professional Growth and Sabbatical Leave Subcommittee will serve as voting members on the District Professional Growth and Sabbatical Leave Committee.~~

## 2. Course and Program Assessment Subcommittee

- a. The RCCAS shall establish a Course and Program Assessment Subcommittee, for the purposes of representing the faculty in the Assessment Committee, **known as the Riverside Assessment Committee or RAC**, and to the Board of Trustees on all matters relating to **ongoing** academic course, program, and **institutional level learning outcome** assessment. The **RAC** may freely utilize the expertise of all faculty in questions regarding course, program and degree level assessment and shall direct special attention to the general issues of student learning outcomes assessment philosophy and development. **The goal of the committee is to inform, instruct, and provide resources to faculty to facilitate discipline and department assessments.**

- b. The **RAC** shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- c. In the event that a departmentally elected **RAC** representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Assessment Committee meetings, the Department shall elect a replacement representative for the balance of the term.
- d. The following Departments shall elect Assessment representatives in odd-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Music; Nursing; Physical Science; Kinesiology.

The following Departments shall elect Assessment representatives in even-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; **History, Humanities, Philosophy, and Ethnic Studies**; Kinesiology; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

- e. Election of members of the **RAC** shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Assessment Subcommittee members shall serve beginning on the first day of service of the academic year.
- f. ~~The Course and Program Assessment Subcommittee shall liaison with the Assessment Committee of the Institutional Effectiveness Leadership Council.~~ **RAC shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ),**

### 3. Academic Program Review Subcommittee

- a. The Riverside City College faculty shall establish an Academic Program Review Subcommittee for the purpose of working with academic units to complete Program Review and Plan (PRAP) document and Annual Unit Plan Updates or their equivalents and to bring this information to the **Governance, Effectiveness, Mission and Quality (GEMQ)**.

~~The Academic Program Review Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions:~~

## RCC Academic Senate

~~Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.~~

~~The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.~~

~~The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing~~

- b. The Academic Program Review Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- c. In the event that a departmentally elected Academic Program Review Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Academic Program Review Committee meetings, the Department shall elect a replacement representative for the balance of the term.
- d. The following Departments shall elect Academic Program Review representatives in odd- numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; Early Childhood Education; Economics, Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.

The following Departments shall elect Academic Program Review representatives in even- numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; History, Humanities, Philosophy, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

## RCC Academic Senate

- e. Election of members of the Academic Program Review Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators and Curriculum representatives are chosen. Academic Program Review Committee members shall serve beginning on the first day of service of the academic year.
- f. The Academic Program Review Subcommittee shall liaison with the ~~Assessment Committee of the~~ Governance, Effectiveness, Mission and Quality (GEMQ) leadership council.
- ~~g. Two members of the Academic Program Review Subcommittee will serve as voting members on the District Program Review Committee. The chair of the Academic Program Review committee also serves on district committees for which program review is a focus area.~~
- h. The chair of the Academic Program Review committee shall attend EPOC meetings.

### 4. Distance Education Subcommittee

- a. The Riverside City College faculty shall establish a Distance Education Subcommittee to develop policies and promote practices that contribute to the quality and growth of distance education and bring these to the [Teaching and Learning Leadership Council](#) and Resource Development and Administrative Services Leadership Council (“RDAS”).
- b. The Distance Education Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

- c. The Distance Education Subcommittee will interface primarily with the Technology Resources Committee of Resource Development and Administrative Services Leadership Council.



## 5. Faculty Development Subcommittee

- a. The RCCAS shall establish a Faculty Development Subcommittee that seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.
- b. The Faculty Development Subcommittee shall be charged with creating the faculty development section of the Staff Development Plan.
- c. The Subcommittee shall consist of twelve voting members: ten full-time faculty members proportionally representing the academic divisions and one Associate (part-time) faculty member representing Associate faculty. The full-time faculty members shall be selected by their respective divisions via division elections, and the Associate faculty members shall be selected by the Associate Faculty via an Associate faculty election. The composition of the Subcommittee shall be as follows:
  - Languages, Humanities, Social, & Behavioral Sciences – three members
  - Career and Technical Education – two members
  - STEM and Kinesiology – two members
  - Counseling and Library Services – one member
  - Fine and Performing Arts – one member
  - Nursing and Health Related Sciences – one member
  - Associate (Part-Time) Faculty – one member

The above-mentioned faculty members shall serve as voting members on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

~~The Faculty Development Subcommittee shall be composed of seven members with six elected members serving two year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. The Subcommittee shall also have a member selected to represent Associate Faculty.~~

~~Four members shall be elected in even numbered years and three shall be elected in odd numbered years.~~

~~The following divisions shall elect representatives in even numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Associate Faculty.~~

~~The following divisions shall elect representatives in even numbered years: Career and Technical Education; Fine and Performing Arts; Nursing.~~



- d. The Faculty Development Subcommittee shall liaison with the Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

#### 6. Course Materials Affordability Subcommittee

- a. The Riverside City College faculty shall establish a Course Materials Affordability Subcommittee (CMAC) to develop policies and promote practices that support efforts across the college related to Open Educational Resources (OERs), Zero Textbook Cost (ZTCs), and Low Textbook Cost (LTCs) materials in line with state legislation.
- b. The voting membership of CMAC shall be composed of six elected faculty members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.
  - The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.
  - The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.
- c. The CMAC will interface primarily with the Teaching and Learning Leadership Council

#### Section 5: Permanent Workgroups

- A. Permanent Workgroups perform work necessary for the policy and procedure recommendations of the SPLCs and Committees and generally have a charge narrower than that of Subcommittees. Typically, Permanent Workgroups work directly with the Subcommittees to which they are attached. Permanent Workgroups that are tasked with academic issues shall consist primarily of faculty and shall have, at minimum, a majority of faculty as voting members.
- B. Faculty chairs for Permanent Workgroups shall be chosen by the membership of the Permanent Workgroup.

#### Section 6: Temporary Workgroups

- A. Temporary Workgroups perform work necessary for the policy and procedure recommendations for strategic planning. Temporary Workgroups are given a specific, narrow charge by superordinate strategic planning groups (typically Permanent Workgroups) and may be convened or dissolved as necessary.
- B. Chairs of ~~Subcommittees~~ temporary workgroups shall be selected by the membership

## RCC Academic Senate

of the Temporary Workgroup and brought before the relevant strategic planning group for confirmation.

### **ARTICLE IV. ASSOCIATE FACULTY COMMITTEE**

The Riverside City College faculty shall establish an Associate Faculty Committee, for the purpose of developing and representing the Associate Faculty issues to the RCCAS.

Additionally, as Associate Faculty are a valued part of the RCC faculty, any Associate Faculty member who wishes to broaden her/his experience by serving on a committee, subcommittee or workgroup other than the Associate Faculty Committee should contact the appropriate chair.

- A. The Associate Faculty Committee shall comprise five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.
- B. The elected Associate Faculty Senator shall serve as chair on the committee and shall report to the RCCAS.

## District Committee Appointments—Nominee Statements for RCC Academic Senate

Fall 2023

**RCCAS Senators:** We had an outpouring of volunteers for faculty to serve on each of the district committees identified below. Please review each of these statements in advance of Monday's meeting, Oct. 2, where we will vote in each category.

### District Safety and Security Committee (2 nominees)

- A. I would like to take this opportunity to introduce myself. My name is Rudy Arguelles,** and I have been a part of Riverside City College, and its culture for over 24 years. I have had the privilege to be able to develop and grow in our enriched environment here at RCC as a student, student/athlete, associate professor, full-time professor, assistant coach and head baseball coach. Here at Riverside City College, there is a tremendous amount of history, pride, and tradition. The institution is a staple figure, within our community. I myself, find it difficult, not to be incredibly bias, when discussing RCC within our community, and with potential prospective students and student/athletes. RCC holds a special place within my heart, because of this, I feel driven to assist and guide our students towards achieving their goals and successes during their RCC tenure and beyond! With this being acknowledged, I also find it compelling to be able to provide safety and security to our Riverside City College family! So being a part of the District Safety & Security Committee would allow me to help protect our special place.
- B. My name is Mike Dahl** and it would be my pleasure to serve as a representative on the District Safety and Security Sub Committee. I think that I could meaningfully contribute to this committee from both a general safety perspective and to work on improving the communication of safety and security information with senators and faculty in general. I have had in-person training in first aid/CPR/AED as well as emergency preparedness and I fully understand the necessity for preparation for emergencies as well as risk mitigation. As a chemistry faculty member, preparing for safety and remaining aware of and communicating to students the various possible scenarios where accidents can happen is part of the everyday tasks in the lab. I feel that having this mindset of safety and safety culture can be applied to this committee service and I look forward to being able to provide this service to the RCC community.

**Continued →**

### Global Learning and Study Abroad Committee (4 nominees)



- A. **Nominee's Statement: Deborah "D." Brown (she/they)** serves as an associate professor of History at Riverside City College since 2019. Professor Brown is an alumna of Redlands High School where she and her five siblings were raised on public assistance by their single mother. She never imagined she would study abroad until a mentor/professor asked if she had an interest in travel to Israel/Palestine. They encouraged her to apply for a Dorot travel grant that allowed her to study and conduct research in Jerusalem at The Hebrew University for a summer. As an undergraduate at Stanford University, Professor Brown used financial aid awards, fellowships, and travel grants to fund study abroad to Germany and Israel/Palestine. She went on to graduate school at Brown University and UCLA where she received a German Academic Exchange Service (DAAD) Research Grant to study in Germany for a year. She later received fellowships for study/research abroad in the United Kingdom, France, and Australia that included a Foreign Language and Area Studies (FLAS) fellowship. Most recently, during the summer of 2023, Professor Brown was the recipient of a Fulbright-Hays Group Project Abroad Grant to study in South Africa for a month and complete a project entitled, "African Knowledge Systems: Performing Arts in South Africa During Apartheid and Beyond." Professor Brown was selected to bring a group of RCCD students on an inaugural study abroad program to the African continent (Ghana). She hopes to bring this experience and enthusiasm to the Global Learning and Study Abroad Committee (GLAC) and advocate for the inclusion of Black, Indigenous, Students of Color (BISOC) and economically disadvantaged students.
- B. **I am Melissa Matuszak, an associate professor in the Administration of Justice Program at RCC**, where I also created and run our ADJ Internship program and our Criminalistics Learning Lab. I wanted to pursue the opportunity to serve on the Global Learning & Study Abroad Committee (GLSAC) for a variety of professional reasons - the discipline in which I work is not often represented in global learning/study abroad, but the field of international criminal law/international criminal investigations is ever expanding. As a young student who had the opportunity to go abroad in high school, it shaped me and my worldview in immeasurable ways, and having a place to assist others in achieving similar individual experiences is important to me. The committee placement also referred to faculty who are student-centered and have logistical skills; I believe I

meet both of these descriptors - my work in my discipline (along with having sole responsibility for the learning lab and internship programs) requires a high level of logistical skill, organization, and planning. I am hopeful that the opportunity to serve on this committee, to meet other faculty with similar interests, and to work for the best experiences for the students, is one that will be best served by my joining. Thank you for your time.

- C. **My name is Dr. Tonya Huff** and I'm a professor in the Life Sciences Department. I have helped to lead four international field ecology courses (two to the Galapagos Islands, one to Costa Rica, and one to Belize) but have only recently become officially associated with Study Abroad. After having been involved in several of these classes, I feel that I have learned a lot about the dos and don'ts of international travel with students and I'd like to be able to share that experience. Additionally, I plan to continue these trips in the future, so I'd love to hear the perspective of others who are traveling with students. Since field-based courses have unique considerations that affect things like appropriate student-to-professor ratios, total number of students able to participate in the trips, cost, etc., I think it is important to have representation for those sorts of experiences on the committee. Since we are participating in activities like snorkeling, hiking, interacting with plants and animals, and other nature-based things, safety has to be our #1 priority. Additionally, hands-on learning in the field is so different from learning in the classroom and requires a whole different set of considerations (imagine a group of students all huddled around a plant, mushroom, or lizard in in the forest...large groups just don't work). Finally, we need to work hard to find a better solution to funding these trips so that we can increase equity and allow more students to participate. I would like to be involved in figuring out how to do that.

- D. **Jim Elton:** Please accept this letter as my application to serve as a voting member of the Global Learning and Study Abroad Committee.

I recognize that our students come from all parts of the world and appreciate the effort to connect and learn from them in every way possible.

I am in my twenty ninth year as a full-time member of the Riverside City College Kinesiology and Athletics Departments. I was hired in 1995 as a Certified Athletic Trainer/Adjunct Faculty and in 2005 as Full-time Faculty and Coordinator for the Exercise, Sport, and Wellness Certificate Programs.

I served on the Academic Senate from 2005-2012. I served as the Riverside Assessment Committee as the Chair and the Accreditation Steering Committee member until 2014.

I will always be an active member of the Kinesiology department, looking to improve our programs and course offerings.

**Continued →**

**Guided Pathways Committee (1 nominee)**

A. I am Melissa Matuszak, an associate professor in the Administration of Justice Program at RCC, where I also created and run our ADJ Internship program and our Criminalistics Learning Lab. I wanted to pursue the opportunity to serve on the Guided Pathways Sub-Committee (GPS) for a multitude of reasons, primarily because the overall mission of guided pathways is one that is very present within my discipline and work I believe I would be able to accomplish and use to benefit other programs as well. The field of criminal justice is interdisciplinary and can become fairly specialized - providing students opportunities to explore and gain skills and knowledge while also being provided accurate, current, and reliable planning information for their educational and professional careers is an important goal of mine. I have created and run the ADJ Internship Program, our Criminalistics Learning Laboratory, a career preparedness website, and career preparedness workshops in order to assist students in obtaining accurate and reliable information so they can eliminate potential roadblocks and pursue their professional and educational goals armed with information and support to achieve those goals. I have also written textbooks and resources for students to ensure they are prepared, including a text focused specifically upon student wellness and well-being in the short- and long-term while preparing for professional work. Working with other faculty members to assist as many disciplines as possible to increase student awareness and knowledge about programs, majors, career opportunities, transfer, and eliminating costly (financially and temporally) roadblocks to students who feel un/underprepared is a very important part of my job, and one I would like to have an opportunity to expand by working with the GPS. Thank you for your time.

###